

## Considerations for using the policy templates and accompanying support materials

It is always important to make sure that your policy:

- Fits the purpose for which it was intended
- Makes sense to everyone that it affects, including parents and staff
- Can be put into practice
- Is accurate and contains current practices
- Meets or exceeds state regulations for your type of early care and education setting
- Contains the agency name and address

It is recommended, and in some cases required by regulation, that you have all of your policies available in a policy manual for staff and parents, and copies provided to parents. Some child care settings must also post some policies, procedures, and supporting materials in locations specified by regulations. Another option includes developing a summary of your policies to include in your parent and/or staff handbook with reference to the policy manual.

Policies should be reviewed with parents prior to their child's enrollment. When a new policy is added or changed, steps should be taken to inform all those affected. Sending a copy home, posting on the bulletin board, or a note in the news letter are all ways to notify parents. Staff should be trained on all procedures outlined in the policies, upon employment and annually. Additional training should be provided when any new and revised policies are adopted by the early care and education program.

Policies written in the same format make it easier to find needed information. All the sample policies provided in this document were written in the following format:

**1. Title of Policy**

**2. Belief/Intent Statement:** A brief statement about why the center believes the policy is necessary and an explanation of the purpose of the policy (Example: ABC Child Care believes all families have the right to safe and healthy child care. This policy is intended to decrease the spread of communicable disease.)

**3. Procedure/Practice:** Action necessary to accomplish what the policy recommends. (We will only administer medication with written permission from a child's parent/guardian. All prescription medication must be in the original container with the pharmacist's label, etc.)

**4. Applicable:** To whom does the policy apply? (Children, staff, volunteers, etc.)

**5. Communication:** How are families/staff informed about the policy? (Policy manual, parent handbook, staff handbook, copies posted in classroom, etc.)

**6. References:** What information was used to develop the policy or procedure? (Textbooks, journal articles, internet sources, CDC recommendations, local/state department of health recommendation, etc.)

**7. Review:** Who reviews policies at the center? (Owner, director, licensing consultant, child care health consultant, legal advisor, parent board, etc.)

**8. Effective Date:** When will the policy be put into effect?

**9. Review Date:** How often will the center review the policy? (Every year, six months, etc.)